

October Edition 2009

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There is nothing more miserable in the world than to arrive in paradise and look like your passport photo.

Erma Bombeck



MESSAGE FROM THE EDITOR

Welcome to the October Edition of the DRSS News.

This issue includes the usual updates on various areas of our Division and interesting tidbits about some of our colleagues. I would like to introduce Cassi Powell, who joins us as the new Marketing Officer for SRI.

On a more serious note, please be advised that the ANU Admissions Test date has changed. Contrary to previous years when it was held in January, it is now scheduled for Tuesday, the 1st December. Further information can be obtained from http://www.anu.edu.au/sas/admission/admission_test/index.php.

I hope you enjoy reading the Newsletter as much as I enjoy compiling it. Thank you to everyone for their contributions and please **Keep the News coming.**

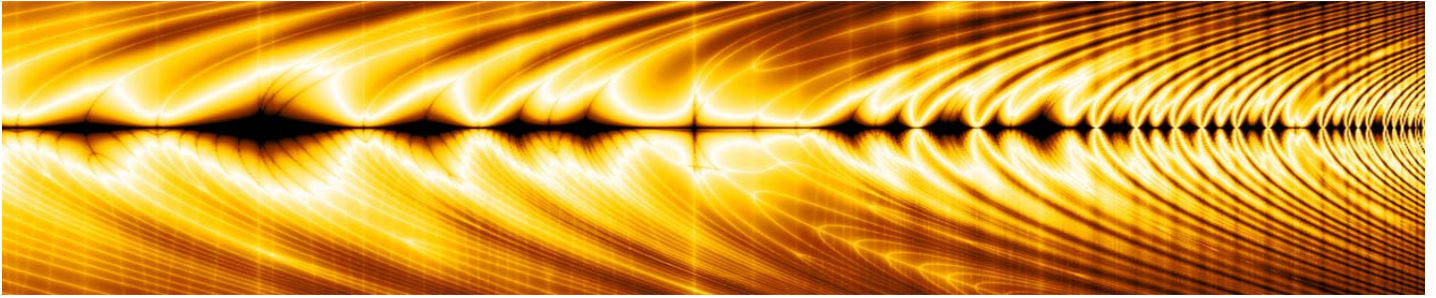
Anja Roberts



Did you know.....

The 3 most common languages in the world are Mandarin Chinese, Spanish and English?

REGISTRAR'S AWARDS



During the recent Divisional Meeting on 19 October, Tim Beckett was pleased to announce the launch of the new Registrar's Awards.

The Awards were introduced to encourage, promote and recognise the outstanding service of the staff of the Registrar's Division, either individually or as part of a team.

The Awards acknowledge the value the Registrar places on the skill, knowledge, expertise, work performance, future career potential and commitment to the Division and the University by the members of the Division as they carry out their duties to support the academic enterprise of the University.

Further information on the awards can be found under <http://www.anu.edu.au/sas/sapg/awards.php>. Alternatively the Registrar, Tim Beckett, may be contacted on #52778, or tim.beckett@anu.edu.au



DRSS Christmas Party



Where: Upper Balcony, Pauline Griffin Building

Date/Time: 18 December at 15:00pm

Cocktail food, drinks and some alcohol will be provided

Cost: \$10 per head

An email will be sent closer to the time regarding RSVPs

The Christmas Party will also be used as the occasion to announce the Registrar's Awards, so send in your nominations. Details can be found under <http://www.anu.edu.au/sas/sapg/awards.php>

Enquiries about the Christmas Party can be directed to Bec Noble on #53797, or rebecca.noble@anu.edu.au



Academic Skills & Learning Centre

'Tis the season for Honours and exams, and the Academic Skills and Learning Centre has been hard at it. There is not much to be heard from the ASLC except the sound of drafts being printed, and conversations with students.

However, great news this month is that, together with the Learning Communities Project, the ASLC celebrated the launch of the *Undergraduate Research Journal, Volume One* on 13 October. Launched by the Vice Chancellor, this volume represents the finest writing by 13 ANU undergraduates. In articles ranging from physics to sociology, international relations to law, there is a clear message that the ANU can rightly be proud of undergraduate research and writing. The ASLC is also proud to be associated with the undertaking, and will, from 2010, assist the Rhetoric Learning Community with administrative and assistance and editorial training to produce Volume Two.

Annie Bartlett

Alumni Update

Hale VIC Alumni – come hail or shine!

The Vice Chancellor Professor Chubb hosted an ANU Alumni reception in Melbourne on Thursday evening 15 October, coordinated by the Alumni Relations Office and the office of Endowment for Excellence.

From over 3000 invitations sent to Victorian based ANU Alumni and Friends, 328 registrations were received, and despite adverse weather including an unexpected hail storm, approximately 250 people gathered at the Hilton on the Park overlooking the MCG to hear Professor Chubb speak about some of the current issues facing ANU, to network and reminisce about student days on campus.

ANU staff supporting Professor Chubb included Jenny Carlin, Deputy Registrar SRI and MC; Joan Uhr, Director Endowment for Excellence; Professor Keith Houghton, Dean College of Business and Economics; Professor Toni Makkai, Dean College of Arts and Social Sciences; Dr Vincent Fitzgerald, University Council; Jessica Angwin, Alumni Coordinator, and Priscilla Wadham, Manager National Student Recruitment.

A number of distinguished Alumni and Guests attended including CEOs, senior academics, and many working in the fields of Government, Law, Business and Finance.

Priscilla Wadham



From L to R: Priscilla Wadham, Jenny Carlin and Jessica Angwin

Dale's Handy Hints

Who is your web audience?

When designing or writing your web page think about who your audience is.

Is it you or is the person who is going to call/visit you?

Usually we are trying to write pages to cover both, but as staff here we know "the ANU speak".

You should always write for the person who has the smallest chance of knowing what you are talking about!

The direction the University is heading towards is writing for the external person, so unless you are talking about a specific topic that is internal only then make sure your page is 'external person proof'.

If you want to know more then please do not hesitate to contact me.

Dale Brosnahan
DRSS Webmaster
#50493

Important dates

Health Promotion Clinics

Are you looking after your most important asset? Your health

Our aim is to enhance the health and wellbeing of University staff.

During the month of November a Registered Nurse will be providing **free** health checks for all staff.

Health checks will include:

- Blood pressure & pulse
- Height
- Weight
- BMI
- Blood Glucose (Diabetes)
- Collecting health information:
 - Allergies
 - Family history
 - Social history

The nurse will also have available a wide range of Nutritional and Exercise information.

To make the most of this offer please contact the Health Service reception on ext: 53598 and request a Health Promotion Clinic appointment (10-15 minutes).

November	
3	Family & Community Day Holiday
5	Second Semester Examinations begin
21	Second Semester Examinations end
30	Examinations results for Second Semester published
December	
1	ANU Admissions Test
10	Conferring of Degrees Awards
11	Conferring of Degree Awards
18	DRSS Christmas Party
25	University Offices close for the Christmas Break
January	
4	University re-opens for business



Staff Movements

New kids on the Block

Reshad Heckbarally – Disability Services
Cassandra Powell – SRI

Farewells

Genalle Barrett – JABAL
Jacki Arnold – JABAL
Matt Wilkinson – ISS
Macula Sanchez – Student Mobility

Student Business Solutions Update

Student Admin Systems Training Schedule October – December 2009



- All new users must lodge an access form and attend an Overview Course. The form, a Training Schedule and Course Outlines can be found at http://www.anu.edu.au/sas/student_21.
- Should you wish to book a place on a Student Admin System training course, please log onto HORUS at <https://horus.anu.edu.au> and go to the Training Menu and select the Training Catalogue. You can search for a particular course using the SA reference number beside the course name. ie. SA002 to search for the

Overview Course, alternatively you can email the following details to S21Train@anu.edu.au:

Name of participant(s)
 Staff ID number(s) of participant(s)
 Contact Phone and/or email of participant(s)
 Area of the University that the participant(s) works in
 Job role of the participant(s)
 Course(s) required

You will be contacted with confirmation of your request.

- If you require training in an aspect of the Student Admin System not listed on the training schedule or have any questions, please contact the SBS Helpdesk (X55467).

Student Admin System Courses on Offer		
Overview SA002		
04/11/09 (9.30 am – 12.30 pm) Menzies Flexible Lab	18/11/09 (9.30 am – 12.30 pm) Menzies Flexible Lab	16/12/09 (9.30 am – 12.30 pm) Menzies Flexible Lab
Drop In Sessions SA024 (please email s21train@anu.edu.au with details of your requirements if registering for this course)		
11/11/09 (9.30 am – 12.30 pm) Menzies Flexible Lab	25/11/09 (9.30 am – 12.30 pm) Menzies Flexible Lab	





Please note that dates and times are subject to change without notice. Participants registered on courses will be advised of changes.

Finish time is dependant on class size, often courses will finish early.

Robert Blyth

General Information on the SBS Student System

Service Indicators

Have you ever wondered about these little icons  and  that appear at the top of a student's record on the SA system? They appear on a student's record when a service indicator is assigned to the student. The red prohibitive sign  means a negative service indicator has been assigned to the student while the red star  means a positive service indicator has been assigned. A negative service indicator always means that some services have been withheld from the student.

To find out more about the assigned service indicator, just click on the icon and it will bring up the "Manage Service Indicators" page where you can click on the service indicator code (a three-letter code in hyperlink) to find out more about the assigned service indicator.

Here are some examples of service indicators used on the SA system. Do you know what the implications are when these service indicators are assigned to a student?

ALL (All Services/Access Withheld):

- This is a negative service indicator assigned when no further services are to be provided to a student.
- *Example:* The **ALL** service indicator with **FEES** reason code is assigned by the Student Fees Office when a student has unpaid overdue fees.
- *Implication:* The student should be informed of the indicator that they have (they will be able to see the details in ISIS) and told that their fees must be paid before services are reinstated by the University.

ENR (Prevent Enrolment):

- This is a negative service indicator assigned when the student is prevented from making further changes to their enrolment.
- *Example:* The **ENR** service indicator with **NOENR** reason code is assigned by the Enrolments Office when the student has not enrolled for the current year by the due date and the student is required to pay an administrative charge if they wish to enrol for the semester.
- *Implication:* The student should be informed of the indicator that they have (they will be able to see the details in ISIS) and told that they must pay an administrative charge before the enrolment hold will be removed.

RWH (Results Withheld):

- This is a negative service indicator assigned when examination results are withheld from the student.
- *Example:* The **RWH** service indicator with **EXAM** reason code is assigned by the Examinations and Graduations Office when a student did not bring their student ID card to the exam.
- *Implication:* The student should be informed of the indicator that they have (they will be able to see the details in ISIS) and told to contact the Examinations and Graduations Office to resolve the issue before their examination results can be released by the University.

POT (Potential Graduated):

- This is a positive service indicator assigned when a student has been identified as a potential graduate for the next graduation ceremony round and their academic area is currently assessing their eligibility to graduate.
- *Implication:* The student should be informed of the indicator that they have (they will be able to see the details in ISIS) and told that while their eligibility to graduate is being assessed they are unable to change their enrolment for the academic program they may graduate from. The student must check their final eligibility to graduate on ISIS.

POA (Power of Attorney provided):

- This is a positive service indicator assigned when a student has provided the university with a power of attorney authorising another person to act on their behalf for specific or all transactions.
- *Implication:* When a person claims they have power of attorney or have been authorised to act on behalf of a student, look for the positive service indicator on the student's record. Click on the service indicator icon and then the POA service indicator link to look up the Comments section to confirm whether the power of attorney has been recorded for the person and what specific transactions have been authorised. Confirm the identity of the person before providing the authorised services.

If you are interested in finding out the full list of service indicators available on the SA system and their implications, please look up the training guide (soon to be available) at <http://doihelpdesk.anu.edu.au> or select DOI Help Desk under the Technology & Computing section of the Staff page on the ANU website.

To locate training guides on the DOI Help Desk website, enter your University ID and HORUS password and select "Login". Under the "Find a Solution" tab – select "Student Admin System" from the Topic dropdown list, and "Training" sub-topic. To narrow the results, enter some appropriate keywords and then select Search. Select the appropriate training guide in the provided results and open/save the file attachment.

Iris Lee

Staff Profile



Name: Cassi Powell

Background: Before starting here at the ANU I worked at Questacon -The National Science and Technology Centre. I had been there for four and a half years and worked in a range of roles, from Front of House and Galleries Manager through to Marketing Coordinator and Events Manager. I'm really looking forward to sinking my teeth into the Marketing Officer position at the ANU, and the challenges that lie ahead, such as working out what the multitude of acronyms stand for, remembering everyone's names and working on big events like Open Day 2010.

I live *all* the way out in Gungahlin with my partner Adam and our dog Nelly, a rescued lab x kelpie who is very energetic and excitable, but a real sook when there's a thunderstorm.

What did you want to be when you were young and what is it about your current life that reflects this initial desire?

When I was younger I could never decide on one thing that I wanted to be when I grew up. I wanted to be an astronomer, a wedding planner, a travel show presenter, a business woman who gets to wear a suit to work each day and a zoo keeper, just to name a few. I never grew up to become any of them, but a few aspects remain hobbies.

Hobbies?

My hobbies include travelling and camping, martial arts, cooking (especially desserts) and cross stitching. I also run a stall at the Hall Markets selling baby t-shirts and bibs with slogans that I hand-write, such as 'Instructions not included', 'I appreciate a fine whine' and 'Just done 9 months inside'.

What are some memorable life experiences?

I love to travel and have experienced a lot of Australia and New Zealand – I've hiked a lot of Tasmania, including Cradle Mountain and Freycinet Peninsula, driven the Great Ocean Road in Victoria, experienced underground living and noodling for opals in Coober Pedy, South Australia, been snorkelling in north Queensland, climbed Kings Canyon in the Northern Territory (which I found even more remarkable than Uluru) and snow boarding and sky diving in New Zealand – that was memorable!!!

Favourite place on campus?

I'm yet to find a particular favourite spot on campus, but I do love all the big trees around the place.

Favourite Book?

I'm a big fan of Nicholas Sparkes, but his books always make me cry!

Favourite Restaurant?

I love Madam Woo's in Kingston. Madam Woo's special coconut and lime chicken is the yummiest!

Educational Joke

MCHUMOR.com by T. McCracken

OBSOLETE: Any piece of software or hardware that your school bought last year for mega bucks.



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